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MEMORANDUM FOR: Director of Logistics

SUBJECT: Central Intelligence Agency Cornerstone Laying Ceremony

1. Submitted herewith is a complete report of the CIA Cornerstone laying ceremony which took place at the CIA building site on 3 November 1959. The purpose of this report is to furnish a guide for similar ceremonies which may be held in the future by this or other government agencies.

2. The responsibility for the overall planning and coordination of the ceremony was delegated to the Director of Logistics.

3. The exact date and time for the ceremony were not determined until 17 October 1959 which left only eleven working days to develop and implement the various tasks which had to be accomplished. This was particularly serious from the standpoint of mailing invitations and allowing a reasonable length of time for RSVP's. It is estimated that forty-five days would be a reasonable elapsed time for planning such an operation.

4. The first step in planning the ceremony was to prepare a list of the various tasks involved and to delegate responsibilities to individuals and/or offices which could best accomplish the job. Two such lists were prepared on 22 and 28 October 1959. (See Appendix A) The next step was to prepare an operational plan for implementation of the assigned tasks. This plan was completed, approved, and distributed to individuals concerned on 23 October 1959. (See Appendix B with Annexes A, B, C and D)

5. Coordination with the following organizations was effected:

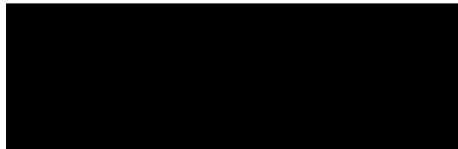
- a. National Park Service
- b. Government Printing Office
- c. Building Contractor
- d. Deputy Chief of Protocol, Department of State
- e. Military District of Washington
- f. Secret Service
- g. Presidential Press Secretary
- h. Arlington and Fairfax County Police
- i. General Services Administration
- j. U. S. Air Force Band
- k. Rev. Dr. F. B. Harris, Chaplain, U. S. Senate
- l. U. S. Army Signal Corps

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6. In addition to the documents and exhibits included in Appendices A and B, certain other related material was prepared and distributed. These are included in Appendix C and consist of the following:

- a. Program # 5
- b. List of Acceptances # 4/A
- c. Agency Notice to Employees # 8
- d. Instructions to Ushers # 17
- e. Detailed Seating Plan # 10

7. The ceremony was conducted on 3 November 1959. Clippings from local newspapers are included in Appendix D.



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Attachments w/original only

Appendix A

Appendix B with Annexes A, B, C, & D

Appendix C

Appendix D

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APPENDIX A - List of Tasks and  
Responsibilities

#16

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APPENDIX B - Operational Plan 2

with Annex D - Procedure for 3  
Cornerstone Ceremony

Separate Attachments to Appendix B include:

Annex A - Display of Ceremonial Material  
Annex B - Plot Plan  
Annex C - Transportation Plan

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- APPENDIX C - a. Program 5  
b. List of Acceptances 4A - use more recent  
c. Agency Notice 8  
d. Instructions to Ushers 17  
e. Seating Plan 10

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APPENDIX D - Newspaper Clippings

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- 2 Operational Plan for Ceremony
- 3 Outline of Ceremony Procedure
- 4 List of Invited Guests
  - a. List of Invited Guests-Acceptances
  - b. List of Agency Special Guests
- 5 Program
- 6 Map of Building Site
- 7 Map of Cornerstone Area
- 8 EMPLOYEES' NOTICE OF CORNERSTONE CEREMONY
- 9 Seating Distribution
- 10 Seating Plan
- 11 Seating Chart
- 12 Center Section Seating for Distinguished Guests
- 13 Notes on Seating Procedure
- 14 Distribution of Agency Tickets
- 15 Transportation Operations Plan
- 16 List of Tasks and Responsibilities
- 17 Instructions to Ushers
- 18 Notes on Cornerstone Meeting of 22 July 1959
- 19 Notes on Cornerstone Meeting of 13 October 1959
- 20 Copy of President Eisenhower's Remarks
- 21 Copy of Mr. Dulles' Remarks
- 22 Copy of Invocation by Chaplain Harris
- 23 Copy of Benediction by Chaplain Harris
- 24 [REDACTED]
- 25 Press Clippings
- 26 Samples of Invitation, Tickets, and Parking Permits
- 27 Arm Bands for Ceremony Officials
- 28 Copies of Letters of Commendation to Agency Personnel
- 29 Copies of Letters Forwarding Travel to Agency Personnel
- 30 Copies of Letters Forwarding Photographs, Program, and Brochure to Persons on the Speakers' Stand

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